



Date Received: ____/____/____
Office Use Only

Ballenger Creek Park Synthetic Turf Field Application

Location: 5420 Ballenger Creek Pike, Frederick, MD 21703

301-600-1646

www.recreator.com

Applicant/Organization Information

Date Application Submitted: ____/____/____

Name of Organization/Club (as listed on Certificate of Insurance): _____

501c (3) Nonprofit Number: _____ Check One: Youth ☐ Adult ☐ Out of County ☐ Commercial ☐

Contact Person: _____ Sport/Activity: _____

Street Address (as listed on Certificate of Insurance)

Town

State

Zip Code

E-mail Address

Home Telephone

Work Telephone

Cell Phone

Fax

When selecting dates and times there is a minimum 2 hour rental for use of the turf field, it is important to include warm-up times because no team will be allowed onto the turf unless all times are so noted on this form. Time constraints will be strictly enforced so that all customers get on the field at the specified times.

Please Check: 66% of participants for the attached rental time(s) reside in Frederick County: Yes ☐ No ☐

I agree to abide by all County and Division of Parks and Recreation policies found in the "Synthetic Turf Policies and Guidelines for Reservation and Use", and will pay all costs pertaining to field use 30 days prior to event.

Signature of Applicant

Title

Date

Facility Request Example for In-County Youth Organization:

	Without Lights			With Lights			Check One Box for Each Date Requested					Office Use Only	
Requested Dates	Start Time	End Time	Total Hours without lights	Light Use Start Time	Light Use End Time	Total Hours with Lights	Tournament	Game	Practice	Camp	Check Box to Request Press Box	Daily Subtotal Amount	Approved Permit
9/1 /14	4 pm	6:30 pm	2.5	7 pm	9:30 pm	2.5	X				<input type="checkbox"/>	\$237.50	Yes
9/ 2 /14	4 pm	6:00 pm	2	N/A	N/A	N/A		X			<input type="checkbox"/>	\$130.00	Yes

Note: See the "Synthetic Turf Policies and Guidelines" for rental prices.

STAFF USE ONLY		Total Hours	Fee Associated with Request	Total Fee
Total Field Use per hour		4.5	60	\$270.00
Total Field Use plus lights per hour		2.5	30	\$75.00
Press Box Request		N/A	0	0
Deposit upon permit approval			100	
			Current Amount Due	\$100
Date the Balance Due: 9/10/18			Balance Due	\$445.00 Example

Updated 6/9/14

Request form located on reverse side



Ballenger Creek Park Synthetic Turf Request Form

Without Lights				With Lights			Check One Box for Each Date Requested						Office Use Only
Requested Dates	Start Time	End Time	Total Hours without lights	Light Use Start Time	Light Use End Time	Total Hours with Lights	Tournament	Game	Practice	Camp	Check Box to Request Press Box	Daily Subtotal Amount	Approved Permit
/ /											<input type="checkbox"/>		
/ /											<input type="checkbox"/>		
/ /											<input type="checkbox"/>		
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/ /											<input type="checkbox"/>		
Totals													

Refund Policy: Once the final permit is approved and issued, the permit holder will be required to pay a Deposit for the fields, regardless of their future use. Once final payment for an approved permit is made neither individual nor groups will be refunded or credited if and when they choose to return fields, dates, and/or times, once the final permit has been issued. Rental dates cancelled by the Division of Parks and Recreation are automatically issued full refunds if make-up date cannot be arranged. Please allow at least 3 weeks for refunds to be processed.

Mail check(s) and copy to: Frederick County Division of Parks & Recreation 355 Montevue Lane, Ste. 100 Frederick MD 21702	Staff Use Only		Total Hours	Fee Associated with Request	Total Fee
	Total Field Use per hour				
	Total Field Use plus lights per hour				
	Press Box Request				
	Deposit Due upon permit approval			\$ 100	
				Current Amount Due	
Date the Balance Due: / /			Balance Due		